



## F-1 REINSTATEMENT CHECKLIST: INSTRUCTIONS FOR ONLINE FILING WITH USCIS

- ▶ To file electronically, [create a USCIS online account](#), then submit **Form I-539, Application to Extend/Change Nonimmigrant Status**. Be prepared to provide the following supporting documents:
  - Reinstatement I-20**
    - Print, sign and date the scanned copy you receive by email.
  - Form I-94**
    - If you entered by air, access your electronic form at <https://www.cbp.gov/i94>.
    - If you entered the U.S. by land, you may have received a paper I-94 stapled in your passport or an electronic form.
  - Proof of Funding**
    - If applicable, include English translations of documents.
  - Student Letter**
    - Letter explaining how the status violation was due to circumstances beyond your control and how failure to approve the reinstatement would result in extreme hardship.
  - DSO Letter**
    - If applicable, letter of support from an international student advisor.
  - University of Arizona Transcript** (*recommended*)
    - If filing electronically, upload to “Additional Information” section of the application.
  - Application Fee**
    - May be paid through your bank account (ACH), debit or credit card.
- ▶ After receiving your application, USCIS will send a receipt within 2-3 weeks. The receipt is called Form I-797 Notice of Action. You must submit a copy of the receipt to ISS.
- ▶ You can track your application status through your USCIS online account and find current processing times on the [USCIS website](#). While your application is pending, you cannot work or travel outside the U.S. If you receive a Request for Evidence (RFE), contact ISS immediately for guidance.
- ▶ After your reinstatement has been adjudicated by USCIS, they will send an I-797 approval or denial notice. You must submit a copy of the notice to ISS. If approved, an international student advisor will issue you an updated I-20 showing the reinstatement approval.